

1 May 1979

SPECIAL SECURITY CENTER/SECOM STAFF  
CLASSIFICATION GUIDANCE FOR SCI MATERIAL

Pursuant to E.O. 12065, the following is submitted as interim classification and marking guidance for SCI material:

- a. The overall classification of an SCI document, whether or not permanently bound, will be stamped or marked at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, on the back page and on the outside of the back cover (if any). Each interior page of a classified document shall be marked or stamped at the top and bottom either according to the highest classification of the content of the page, including Unclassified when appropriate, or according to the highest overall classification of the document.
- b. B codewords and/or designators (B study numbers, etc.) shall be annotated on the bottom of the first page and on the bottom of each page which contains information requiring code-word/designator protection. TK and SI codewords and/or designators shall be annotated on the top and bottom of the title page (if any), first page and on each page which contains information requiring codeword designator protection.
- c. Portion markings shall be placed at the end following the text by placing a parenthetical designator of (TS) for Top Secret, (S) for Secret, (C) for Confidential and (U) for Unclassified. In addition to showing the levels of classification, the system control caveats and dissemination control markings will be shown in the parenthetical designator following the text; i.e. [redacted]  
[redacted] The B project indicators are not placed in the parenthetical designator following the text.
- d. At the present time in the B system, the documents will be classified by Derivative authority:  
[redacted]

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